

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

**Office of the Superintendent**

## **DRAFT-AGENDA FOR REGULAR MEETING – December 18, 2023**

### ***Notice of Meeting***

The New Jersey Public Meetings Law was enacted to insure the right of the public to have advance notice of, and to attend the meetings of, public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Knowlton Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted with The Express-Times and The Star Ledger and distributed to the Knowlton Township Elementary School, the Delaware Post Office and the Knowlton Township Municipal Building.

### ***Call to Order***

### ***Flag Salute***

### ***Roll Call***

### ***Mission Statement***

We are committed to provide an engaging, comprehensive education aligned with the New Jersey Student Learning Standards in a healthy, safe and nurturing environment in which all students are encouraged to be critical thinkers and self-advocates. Instilling a passion for learning will inspire and guide students to become responsible and compassionate citizens in a constantly changing world. Students have the opportunity to achieve their maximum academic potential both here and in their future education while developing confidence, competence and character.

### ***Public Participation-***

Public participation shall be governed by BOE Policy 1120.1 Public Participation in Board Meetings. Public comments are invited on all matters pertaining to the school district. All participants shall be given three (3) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate. The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or their designee. Please let the record reflect that the BOE does not endorse your comments nor will the BOE be held liable for comments you make about a staff member, or other person, which the staff member, or other person, may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

### ***Correspondence***

### ***Superintendent's Report***

### ***Vice Principal's Report – Knowlton Knight Awards***

### ***Board Secretary's Report***

### ***Board President's Report***

## **MOTIONS**

### **1. Approve Updates to Safe Return Plan**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the updates to the Safe Return Plan as required by ARP Act section 2001(i)(1).

Motion

### **2. Approve Renewal of NJMEBF Agreement**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve a 3-year renewal of the North Jersey Municipal Employee Benefits Fund  
Indemnity and Trust Agreement January 1, 2024 through December 31, 2026.

Motion

### **3. Approve Inventory Disposal List**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the inventory disposal list for December 2023.

Motion

### **4. Approve Audit and Management Report**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the 2022-2023 Audit and Management Report and the Annual Comprehensive  
Financial Report:

Audit for Year Ending June 30, 2023

	<u>Findings</u>
<b>Administrative Practices and Procedures</b>	<b>None</b>
<b>Financial Planning, Accounting, and Reporting</b>	<b>None</b>
<b>School Purchasing Program</b>	<b>None</b>
<b>School Food Service</b>	<b>None</b>
<b>Student Body Activities</b>	<b>None</b>
<b>Application for State School Aid</b>	<b>None</b>
<b>Pupil Transportation</b>	<b>None</b>
<b>Facilities and Capital Assets</b>	<b>None</b>
<b>Miscellaneous</b>	<b>None</b>
<b>Follow-up on prior year findings</b>	<b>Not Applicable</b>

On roll call, motion

### **5. Approve Substitute**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following substitute for the 2023-2024 school year pending the completion of  
required paperwork, as recommended by the Superintendent.  
Sadie Forbes

On roll call, motion

**6. Approve Bills**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the bills for payment as follows: Monthly bill list \$438,121.93 and Maschio’s bill \$6,313.58.

On roll call, motion

**Monthly Certification**

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that no budgetary line item account has been overexpended in violation of N.J.A.C. 6A:23-2.11(a) as of November 30, 2023 (Policy 6820).

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Board Secretary

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Date

**7. Accept Report of the Secretary and Report of the Treasurer**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the monthly A-148 Secretary’s Report for the month ended October 31, 2023 and the A-149 Treasurer’s of School Monies Report for the month ended October 31, 2023 in compliance with the NJAC 6A:23A-16.10(c). The Board of Education, after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, certifies that no major account or fund has been overexpended in violation of NJAC 6A:23A-16.10(c).

Motion

**8. Accept Report of the Secretary and Report of the Treasurer**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the monthly A-148 Secretary’s Report for the month ended November 30, 2023 and the A-149 Treasurer’s of School Monies Report for the month ended November 30, 2023 in compliance with the NJAC 6A:23A-16.10(c). The Board of Education, after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, certifies that no major account or fund has been overexpended in violation of NJAC 6A:23A-16.10(c).

Motion

**9. Approve Minutes- Executive**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the Executive Session minutes of October 16, 2023.

Motion

***10. Approve Minutes-Executive***

A motion was made by  
to approve the Regular Minutes of November 20, 2023.

seconded by

Motion

***11. Approve Minutes***

A motion was made by  
to approve the Regular Minutes of November 20, 2023.

seconded by

Motion

***Old Business***

***New Business***

***Upcoming meetings***

***\*Reorganization Meeting, Thursday, January 4, 2024, 7pm***

***Regular January Board Meeting TBD***

***Adjournment***

A motion was made by  
to adjourn the meeting at \_\_\_\_\_ p.m.

seconded by

Motion